



Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

## Re: OPOTUS Correspondence Office and Transition Office in Florida

1 message

Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Mon, Jan 25, 2021 at 3:27 PM

To: William Harrison (b) (6)

Cc: Desiree Sayle (b) (6); Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;, (b) (6)

Ok, with me.

On Mon, Jan 25, 2021 at 3:16 PM William Harrison (b) (6) wrote:

Could we do 4:30pm? Thank you

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**From:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
**Sent:** Monday, January 25, 2021 3:05:45 PM**To:** Desiree Sayle (b) (6)**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; William Harrison

(b) (6); (b) (6)

**Subject:** Re: OPOTUS Correspondence Office and Transition Office in Florida

The rent for the entire space would be approximately \$260,000 for 6 months. If we reduce to only 4A, the rent for 6 months is \$171,000 about \$89,000 less.

Thank you, Kathy

On Mon, Jan 25, 2021 at 2:44 PM Desiree Sayle (b) (6) wrote:

Kathy, thank you for including me, I wanted to weigh in that we would like to 4A and NOT 4B (which is right next to the VP's personal office). That should help with centralizing cable. Additionally, we do not need connectivity for the gift storage/filing room. We can use 10 mobile conference tables and we can use those for desks and boxes for chairs as far as I care. We just need what we can get the quickest. Thank you for your amazing help. Des

On Mon, Jan 25, 2021 at 2:26 PM Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt; wrote:

Beau ---

I'd like to follow up on the transition space at One Potomac Yard and the Transition Office in Florida.

### Correspondence Office

1. I've attached a revised drawing of the space. The entire space is 9224 USF. If we eliminate 4A -- the space reduces to 6063 USF. I'm having an estimate of the rental costs developed now and will forward once completed for both sizes.
2. I have 2 questions on the drawing -- one can the 3 office be moved closer to 4B and does the file room require connectivity. We are trying to eliminate or reduce cabling costs and issues that require additional work and costs.
3. I have located 20 conference tables in the ROB where I'm sitting. Do you want these 20 delivered or 10. I can also have the bench seating for Desiree and (b) (6) with pedestals delivered as well. Plus desk chairs -- how many desk chairs would you like? I can also have a locking file cabinets delivered - how many would you need? I believe we have whiteboards and other screens -- will inventory tomorrow.
4. Executive office furniture we will probably need to get on the visit tomorrow.
5. I'm having office supplies that are in stock delivered on Wednesday. We will order what we don't have and I'll see when that delivery will arrive.
6. We will also look at Franconia warehouse for the shelving needed for the mailboxes.
7. IT Requirements:

- 8 GSA loaner laptops with Microsoft Word
- 2 Multi-functioning Printers
- 1 Desktop --- Erik will need specs for the printer

- 1 Large TV
- 3 Small TVs for the offices
- If we need cable service we will need to purchase.
- Need to discuss the other software needed with Erik to purchase licenses.

**Transition Office**

1. Written requirements for the transition office and the permanent office -- identify revised direction.
2. Written release that OPOTUS is giving up 136 Woodbridge -- will need this in writing for the file so that the space can be released to (b) (7)(A)
3. Discuss the GSA process to lease space at Mar-a-Lago, if that is determined to be the long term solution.
4. Discuss financial obligations, reimbursement, and potential costs for change in requirements in accordance with the MOU.

Sorry, this is such a long email. Wanted to put in writing what we need to discuss and finalize. Can we meeting this afternoon around 4 pm? Kaitlyn will send an invite and you can let us know if that time works for you.

Thank you, Kathy

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Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)

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Desiree Thompson Sayle

(b) (6)

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